
DATE: April 4, 2024

TO: Library Board, Pima County Public Library

Pima County Board of Supervisors
Pima County Administration
Friends of the Pima County Public Library, Board of Directors
Friends of the Arivaca Library, Board of Directors
Friends of the Esmond Station Library, Board of Directors
Friends of the Kirk-Bear Canyon Library, Board of Directors
Friends of the Oro Valley Public Library, Board of Directors
Friends of the Pima-Green Valley Library, Board of Directors
Pima Library Foundation, Board of Directors

FROM: Jessica Thornburg
Deputy Director, Finance and Facilities

SUBJECT: Facilities and Finance – March 2024

Library Service Manager Reports

Administrative Support– Beth Matthias-Loghry, Library Services Manager

Learning about the cloud --I attended an informative IT presentation on transitioning to the cloud, wanting to learn how such a change could be an impact on macro-enabled, workbook-linked Excel files currently stored on shared drives, that we use to sharing planning and purchase tracking in Administration and Accounting related to programming. The ITD team assured the group that there is no pressure to transition from shared drive storage, but logging into the cloud is a great solution to access saved files from any computer, not just a Pima County computer. I was surprised to learn that In terms of security, apparently the cloud offers multiple layers of protection, including access controls, backups, application controls, and version history tracking, providing a comprehensive safeguard for data.

Regarding application availability within Microsoft Teams, it was clarified that all SharePoint features such as lists and calendars are already integrated into Teams without requiring additional apps. However, for additional functionality, users can explore other available apps by accessing the app marketplace within Teams.

Tucson Festival of Books –In the spirit of highlighting the festival's inclusivity and impact, Stacie Denetsosie, a writer, and creator who presented at the PCPL Nuestras Raíces venue and for Southwest Books of the Year panel, expressed her heartfelt appreciation, stating, "I really appreciate how well this event was coordinated. I've been star struck by the event. I can see how much care went into all the programming and I'm just so grateful that TFB decided to invite me out. So, thank you from the bottom of my heart! Beautiful event."

Authors expressed gratitude to the festival coordinators from the Nuestras Raices team and the community engagement office for their commitment to showcasing a diverse array of voices, stating, "for all you're doing to shine a light on the work of authors, illustrators, and creators who are sharing stories about nuestras comunidades."

The tireless efforts of PCPL's dedicated staff and volunteers were evident. Through a plethora of activities including author panels, book signings, workshops, and engagement initiatives like the Bookmobile and the Book bike, PCPL forged connections with thousands of community members. Because of our efforts a multitude of young interviewers actively promoted authors who write for teens.

Every year PCPL's participation at TFOB allows the organization to continue its mission of promoting literacy, fostering community connections, and celebrating diverse voices within the literary landscape at the third largest book festival in the nation.

Finance and Facilities – Sharla Ronstadt, Library Services Manager

In Finance, we continue to conduct unannounced cash-handling audits of all locations and provide educational opportunities to staff as needed. We have focused on hiring for this unit as we evaluate processes and re-align task assignments to manage the limited capacity currently due to vacancies. This work requires training other unit staff and reviewing current processes being handled within this unit. We welcomed a new Deputy Director of Finance and Facilities and have, over the past month, been helping to orient her to our processes and securing needed access. We will be conducting our Quarterly Coin Tower Reconciliation this month as well.

In Facilities, we are continuing to work on our in-house Key inventory and surplus. We have also been completing a hiring process for this unit and anticipate a new staff person to train soon. The annual furniture and facilities request process has started with the library and unit Managers. I continued to work with vendors associated with equipment upgrade projects and followed up on contract-related questions as assigned. I attend monthly meetings with the Renovation and Interiors Department staff and assist with processing quotes, following up, and approving Maximo facilities' requests as needed. Two libraries are scheduled to have some days closed for renovation project work. Wheeler Taft Abbett Library will be closed on April 26th, and the Miller-Golf Links Library will be closed from April 1-19, 2024.

Facilities Projects - Ken McDonald, Facilities Administrative Specialist

Martha Cooper Library – Completion has been pushed to June. Approaching period of substantial completion. Expansion construction date timeline for reopening:

Expansion completed 3/25/2024.

Furniture and equipment installation 4/15/2024 – May

Staff will be moving back between 6/17/2020 – 6/28/2024.

Staff will be working with Facilities to re-establish contracts for custodial, trash, recycling, pest control, landscaping, alarm systems, etc.

Richard Elías-Mission Library – Contract has been awarded and construction should begin early April. We closed this location to the public on March 8. The library will be closed for approximately 16 months. Service will be provided by locations around the area – Valencia Library, Southwest Library, El Rio Library – and supplemented with community outreach and Bookmobile visits.

Himmel Park Library – The contract for [Poster Mirto McDonald](#) (PMM) was approved at the November 21st Board of Supervisors Meeting. The library will be renovated to include space for staff activities, a more pronounced front entrance, additional infrastructure, and a pollinator

garden. Community meetings were held at the beginning of 2024. The proposed construction will result in the transfer of building ownership from the City of Tucson to Pima County and will add approximately 3,500-5,000 square feet to the current footprint.